

**BYLAWS FOR THE  
PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**Article I. Name**

The name of this commission shall be the Plumas County Children and Families Commission (PCCFC).

**Article II. Purpose and Goals**

PCCFC's mission is to administer a program in Plumas County for the purpose of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. PCCFC's mission shall be accomplished through the completion of: community needs assessments, establishment of a strategic plan, the distribution of Proposition 10 funding, and the assessment of the efficacy of funded programs.

The Commission's purpose shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and support of integrated and comprehensive programs. These programs will be in the three focus areas identified by the Proposition 10 legislation. The three focus areas are necessary components to improve the lives and futures of young children; those focus areas are:

- Parent Education and Support Services,
- Child Care and Early Education, and
- Health and Wellness.

The Commission shall fulfill Plumas County's obligations as set forth in the California's Children and Families Act of 1998, (the California Children and Families Program found in Health and Safety code Section 130140(I)(iii).) and Plumas County Ordinance Number 98-908.

**Article III. Members**

**Section 1. Number.** PCCFC shall have a membership of no more than nine (9) members, who are residents of Plumas County. The composition of the Commission shall include: a Board of Supervisor; two members of the Commission shall be from among the County Health Officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services. The remaining members shall be from among the persons described above and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies as set forth in Health and Safety Code Section 130100 et. seq.

**Section 2. Recruitment and appointment.** The Board of Supervisors shall appoint all members of PCCFC. Recommendations for membership shall be submitted to the PCCFC that will present recommendations to the Board of Supervisors for appointment.

**Section 3. Removal.** PCCFC shall have the right to remove a PCCFC member upon a two-thirds (2/3) vote. Members may be removed from the Commission for reasons of repeated non-attendance, for conduct in conflict with the goals and values of the Commission, or for violations of policies or regulations.

**Section 4. Term.** Once the initial nine Commissioners are seated, the Commissioners shall draw lots for two-year or three-year terms. Five Commissioners will serve initial three-year terms; four Commissioners will serve initial two-year terms. Thereafter, PCCFC members shall serve three (3) year terms. There is no preclusion from being re-appointed to subsequent terms.

**Section 5. Voting.** Each member shall be entitled to one vote on each matter submitted to a vote of the PCCFC. There shall not be voting by proxy or any other indirect representation.

**Section 6. Staff members.** Staff and coordination will be provided by Plumas County Health Services or authorized consultants.

**Section 7. Volunteer status.** PCCFC members serve on an uncompensated, volunteer basis to the Board of Supervisors. Travel and/or childcare reasonable reimbursements are available to members to allow their participation in PCCFC business.

**Section 8. Resignations.** Resignations from PCCFC members must be submitted in writing to the PCCFC chairperson.

**Section 9. Vacancies.** When the commission has determined that a vacancy exists, it shall identify the term of the new member and take appropriate action to fill the vacancy, including appointment of the new member by the Board of Supervisors.

## **Article IV. Meetings**

**Section 1. Regular meetings.** Regular meetings of PCCFC shall be held monthly or more often as needed. All meetings shall be open to the public and shall adhere to the provisions of the Brown Act.

**Section 2. Executive meetings.** The Executive Committee shall meet on an as needed basis. The Executive Committee shall consist of three (3) elected officers.

**Section 3. Special Meetings.** Special meetings of PCCFC may be held at the call of the PCCFC Chairperson, or by any three-(3) members of PCCFC.

**Section 4. Notice of meetings.** Written notice stating the date, hour and location of each meeting shall be posted in compliance with the Brown Act and delivered or mailed to each member not less than five days before each meeting.

**Section 5. Quorum.** A quorum for the purpose of holding a meeting shall consist of the majority of the seated PCCFC members.

**Section 6. Manner of acting.** A quorum present, the act of a majority of the members present shall constitute the action of the entire Board, except as may be otherwise provided in these Bylaws.

**Section 7. Parliamentary Procedure.** Procedure and debate shall be in accordance with Robert's Rules of Order Revised<sup>1</sup>, except in such cases as are covered by these Bylaws and special rules adopted by the PCCFC.

## **Article V. Powers**

**Section 1.** The powers of the PCCFC shall be related to the planning, distribution, administrations, and evaluation of Proposition 10 funding, within the framework of the PCCFC strategic plan as set forth in Health and Safety Code Section 130100 et. seq., and any amendments thereto. The PCCFC shall not be empowered to bind the Board of Supervisors or any County department or agency.

## **Article VI. Officers**

The officers of PCCFC shall be nominated and elected annually by PCCFC members and shall consist of the following:

- a) Chairperson
- b) Vice-Chairperson
- c) Treasurer

**Section 1.** The duties of the officers shall be as follows:

- a) Chairperson shall preside over meetings of PCCFC, and shall appoint appropriate sub-committees or ad-hoc committees.
- b) Vice-Chairperson shall assume the duties of the chairperson.
- c) Treasurer shall monitor fiscal matters and make fiscal reports to the Commission and to the Board of Supervisors.

## **Article VII. Committees**

**Section 1.** Sub-committees specializing in concerns relative to education, childcare, and support services and health may be established by PCCFC as needed. Membership of such subcommittees may include other community representatives who are not members of PCCFC.

**Article VIII. Representation**

**Section 1.** All present and future members of the PCCFC will be given a copy of the Conflict of Interest Policy.

**Section 2.** Any regular member who finds himself or herself in a conflict of interest situation shall declare that such a situation exists and remove himself or herself from regular member participation in the proceedings of the PCCFC until the situation no longer exists.

**Section 3.** PCCFC members may speak in public on behalf of PCCFC, or act as spokespersons for PCCFC on specific issues only at the request or approval of PCCFC, the PCCFC Chairperson or staff.

**Article IX. Books and Records**

PCCFC shall keep minutes of all proceedings and such other books and records as may be required for the proper conduct of its business and affairs. Records will be kept for the time period specified in the State Commission Guidelines.

**Article X. Amendments**

**Section 1.** These Bylaws may be amended at any regular or special meeting of PCCFC. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least five (5) days prior to the date of the meeting. Changes in the Bylaws must be approved by PCCFC by a two-thirds (2/3) majority vote of the seated PCCFC members.

**Article XI. Conflict of Interest**

PCCFC adopts the Plumas County Conflict of Interest Code and any amendments thereto, which code complies with Government Code Sections 87100 et. seq., 87200 et. seq., and 87300 et. seq.

*Adopted by a vote of 4 to 4 on February 16, 2000.*

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<sup>1</sup> Roberts, Henry N. "Roberts Rules of Order, Newly Revised" (Glenview, Ill: Scott, Foresman & Co., 1981).